

ADJUDICATORY HEARING REQUEST CHECKLIST  
AND TRACKING FORM

I. Permit Decision or Other Department Decision Being Appealed:

Issuance Date of Decision Document	Document Number (if any)

II.

Name of Person Requesting Hearing	Name of Attorney (if applicable)
Address	Address
Telephone No.	Telephone No.

III. If you are the applicant or permittee, please include the following information with your hearing request:

- A. The date you received the permit decision or other decision which you are appealing;
- B. A copy of the decision document;
- C. The findings of fact and conclusions of law you are appealing;
- D. A statement as to whether or not you raised each legal and factual issue during the permit application process;
- E. Suggested revised or alternative permit conditions;
- F. An estimate of the time required for the hearing;
- G. A request, if necessary, for a barrier-free hearing location for physically disabled persons;
- H. A clear indication of any willingness to negotiate a settlement with the Department prior to the Department's processing of your hearing request to the Office of Administrative Law; and
- I. This form, completed, signed and dated with all of the information listed above, including attachment, to:

- 1. New Jersey Department of Environmental Protection  
Office of Legal Affairs  
Attention: Adjudicatory Hearing Requests  
401 E. State Street  
P.O. Box 402  
Trenton, NJ 08625-0402;

with a copy to:

- 2. New Jersey Department of Environmental Protection  
Land Use Regulation Program  
Attention: Director  
501 E. State Street  
P.O. Box 439  
Trenton, NJ 08625-0439

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IV. If you are a person other than the applicant or permittee, please include the following information with your hearing request:

- A. The date you or your agent received notice of the permit decision, and a copy of the permit decision;
- B. Evidence that a copy of your hearing request has been delivered to the applicant for the permit decision which is the subject of your hearing request (e.g., certified mail return receipt);
- C. A detailed statement of which findings of fact and/or conclusion of law you are challenging;
- D. A description of your participation in any public hearings held in connection with the permit application and copies of any written comments you submitted;
- E. Whether you claim a statutory or constitutional right to a hearing, and, if you claim such a right, a reference to the applicable statute or an explanation of how your interests are affected by the permit decision;
- F. Suggested revised or alternative permit conditions;
- G. An estimate of the time required for the hearing;
- H. A request, if necessary, for a barrier-free hearing location for physically disabled persons;
- I. A clear indication of any willingness to negotiate a settlement with the Department prior to the Department's processing of the hearing request to the Office of Administrative Law; and
- J. This form, completed, signed and dated with all the information listed above, including attachments to:

- 1. New Jersey Department of Environmental Protection  
Office of Legal Affairs  
Attention: Adjudicatory Hearing Requests  
401 East State Street  
P.O. Box 402  
Trenton, NJ 08625-0402

with a copy to:

- 2. New Jersey Department of Environmental Protection  
Land Use Regulation Program  
Attention: Director  
501 E. State Street  
P.O. Box 439  
Trenton, NJ 08625-0439

V. Signature: \_\_\_\_\_ Date: \_\_\_\_\_